

APPLICATION FOR VBML FEE WAIVER

(A WAIVER OF THE APPLICATION FEE MAY BE REVOKED AND THE FEE BECOME IMMEDIATELY DUE AND PAYABLE IF ANY CONDITION UPON WHICH THE WAIVER IS GRANTED IS NOT MET. THIS WAIVER APPLICATION DOES NOT SET ASIDE OR CANCEL THE OWNER OBLIGATION TO OBTAIN INSURANCE AND CAUSE THE BUILDING TO CONFORM TO THE MINIMUM VACANT BUILDING STANDARDS WITHIN THE TIME PRESCRIBED IN SECTION 1101-77 Cincinnati Municipal Code)

ADDRESS OF PROPERTY _____

DATE APPLIED _____

WAIVER: TIME REQUESTED _____ (MAX 24 Months)

DEVELOPMENT PLAN:

1.) Describe the scope of the work necessary to prepare the building for re-occupancy and/or describe the full development plan (attach additional sheets, specifications or drawings)

2.) What is the estimated total cost of the development \$ _____

ITEMIZED COST ESTIMATES:

(Attach detailed cost estimates showing labor, material and itemization of work and total costs for each general category below.)

PLUMBING \$ _____ HVAC \$ _____ ELECTRICAL \$ _____

EXTERIOR REPAIRS \$ _____ STRUCTURAL AND SITE WORK \$ _____

INTERIOR RENOVATION \$ _____ ESTIMATED PERMIT FEES \$ _____

FINANCING PLAN:

3.) FINANCING SECURED: \$ _____ (A copy of a financing commitment must be attached for this project.)

4.) NAME OF LENDER (S):

5.) OTHER CAPITAL, DOWNPAYMENTS, OR MEANS OF FINANCING THE DEVELOPMENT:

(Continued)

\$_____ (Proof of the existence and availability of all funds must accompany this application.)

BENCHMARKS:

The work and tasks described below will be completed in the timeframe indicated as follows:

1.) Within 120 Days of the beginning of the waiver period. ____/____/____ Work to be completed:

2.) By the halfway mark of the waiver period or by ____/____/____ Work to be completed:

INSURANCE: General Liability Insurance declaration page must be attached- \$300,000, for residential buildings and 1,000,000, for commercial buildings.

The undersigned owner, or duly authorized agent hereby certifies that all statements and attachments herein are true and accurate to the best of their knowledge and belief. The undersigned further certifies that he/she is the owner or duly authorized agent and person in control and responsible for the building and the development.

OWNER/AGENT _____ DATE _____

PRINTED NAME _____ PHONE _____

ADDRESS _____ (Not a Post Office Box)

CITY / STATE _____ ZIP CODE _____

Total number of pages of this application including attachments: _____

Incomplete or inaccurate applications will be rejected.

FOR DEPARTMENTAL USE ONLY Based upon B&I Staff review of this application and the building inspection:

- (1.) The building in it's present condition (Meets ____) (Does not Meet ____) the preservation standards for the issuance of a Vacant Building Maintenance License.
- (2.) The scope of work described in this application (Will ____) (Will not ____) be sufficient to substantially cause the building up to conform to minimum re-occupancy standards.

Initials _____ Name _____ Date _____

Date Application sent to DCDP _____ Date Application returned to applicant _____

VBML FEE WAIVER PROCESS

IF PROPERTY IS BROUGHT INTO VBML COMPLIANCE AND IS ELIGIBLE FOR A LICENSE, A FEE WAIVER MAY BE REQUESTED.

A WAIVER MAY BE GRANTED FOR A PERIOD NOT TO EXCEED TWO YEARS.

THIS IS A WAIVER OF THE LICENSE FEE ONLY. A VBML LICENSE MUST BE OBTAINED AND ALL REQUIREMENTS OF THE VBML REGULATIONS MUST BE MET AT ALL TIMES.

IF APPROVED, THE WAIVER WILL BE GRANTED WITH CONDITIONS TO BE MET. FAILURE TO MEET THOSE CONDITIONS ARE GROUNDS FOR REVOCATION OF THE WAIVER AND ENFORCEMENT OF VBML REGULATIONS, INCLUDING COLLECTION OF FEES.

1. BUILDING OWNER COMPLIES WITH VBML ORDERS AND REQUIREMENTS OF BUILDINGS AND INSPECTIONS (B & I).
2. BUILDING OWNER REQUESTS FEE WAIVER BY COMPLETING APPLICATION AND SUBMITTING WITH REQUIRED INFORMATION TO B&I.
3. B&I REVIEWS APPLICATION AND INFORMATION FOR COMPLETENESS.
4. B&I SIGNS APPLICATION FORM ATTESTING THAT THE BUILDING COMPLIES WITH VBML STANDARDS AND IS ELIGIBLE FOR ISSUANCE OF A LICENSE.
5. APPLICATION FOR FEE WAIVER WITH REQUIRED INFORMATION IS FORWARDED TO DEPARTMENT OF COMMUNITY DEVELOPMENT AND PLANNING (DCDP) FOR REVIEW AND RECOMMENDATION.
6. INCOMPLETE APPLICATIONS WILL BE RETURNED TO BUILDING OWNER AND B&I IS NOTIFIED THAT APPLICATION NOT APPROVED. (B & I PROCEEDS WITH COLLECTION OF LICENSE FEE)
7. APPLICATIONS WILL BE REVIEWED BY DCDP STAFF WITHIN 14 DAYS OF RECEIPT.
8. NOTICE OF DCDP DECISION MAILED TO BUILDING OWNER WITH COPY TO B & I.
9. IF RECOMMENDED FOR APPROVAL BY DCDP, PREPARATION OF A TRANSMITTAL AND ORDINANCE WILL BE REQUESTED FROM THE LAW DEPARTMENT. (2-4 Week turn around)
10. CITY COUNCIL WILL MAKE FINAL DECISION ON ISSUANCE OF FEE WAIVER AND LENGTH OF WAIVER. (30 days before effective)

INFORMATION REQUIRED TO BE SUBMITTED WITH FEE WAIVER APPLICATION

1. APPLICATION FORM (REVIEWED AND SIGNED BY B & I)
2. PROOF OF REQUIRED GENERAL LIABILITY INSURANCE
3. DETAILED DEVELOPMENT PLAN FOR REHABILITATION OF THE BUILDING TO OCCUPANCY STANDARDS
 - a. SCOPE OF WORK TO BE COMPLETED
 - b. COST ESTIMATES FOR COMPLETION OF THE WORK SUPPORTED BY BIDS OR ARCHITECTS ESTIMATES
 - c. TIMETABLE FOR COMPLETION OF WORK Provide milestones for progress in increments not to exceed 6 months. (Total completion of rehabilitation not to exceed 24 months)
4. DETAILED FINANCIAL COMMITMENT TO COVER TOTAL COSTS OF REHABILITATION
 - a. EVIDENCE OF CASH ON HAND (BANK STATEMENTS)
 - b. LOAN APPROVAL FROM LENDER
 - c. LINE OF CREDIT FROM LENDER

WAIVERS WILL BE APPROVED BASED ON REHABILITATION OF THE BUILDING PROGRESSING ACCORDING TO THE TIMELINE APPROVED WITH THE APPLICATION. PROGRESS WILL BE MONITORED BY B & I. FAILURE TO MEET PROJECTED MILESTONES WILL BE GROUNDS FOR REVOCATION OF FEE WAIVER.